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MEMORANDUM FOR: Secretary, CIA Management Committee
 FROM : Deputy Director for Administration
 SUBJECT : Coordination and Review of Manuscripts
 Submitted for Publication by Former
 Employees

1. Action Requested: That the Management Committee review the issue of submission, coordination, and review of manuscripts for publication by former employees and consider designating as the action office for the processing of such manuscripts the Office of Security, which would ensure coordination with the Directorates and, whenever legal or legislative matters indicate, with the Offices of General Counsel and Legislative Counsel.

STATINTL

2. Background: Limitations on outside activities involving speeches and manuscripts are defined for employees in Headquarters Regulation [redacted]. The Regulation notes that activities such as speeches and articles for publication might reasonably be construed to affect the security of the Agency when they relate to (a) foreign intelligence, (b) national security, (c) Agency activities, and (d) matters of Agency policy or U.S. Government policy. It imposes a responsibility on the employee to obtain approval prior to publication whenever these topics are involved.

Specific procedures are spelled out in the Regulation for the review of papers or speeches, and the Deputy Director concerned is named as the approving authority. Cover and Commercial Staff and the Assistant to the Director are given appropriate roles in both the review and recommendation processes, but the Office of Security uniquely serves as a focal point to insure that all substantive issues are fully explored by the component of the Agency best fitted to assess the security damage disclosure might involve. The Office of Security always coordinates, where indicated, with the Office of General Counsel and the Office of Legislative Counsel.

Former employees are not mentioned in the Regulation. Except for the terms spelled out in a very general way in the Termination Secrecy Agreement, e.g., "I will never....publish, or reveal by writing....any information concerning intelligence or CIA that has not been made public by CIA....without the express written consent of the Director of Central Intelligence or his representative," there is no verbal or written instruction on procedure provided former employees should they desire guidance in any of these areas. (For internal guidance the attached issuance is provided pending revision of existing regulations.) Nor is there designated an Agency official for former employees to query. They are, however, strongly encouraged during their exit processing to contact the Office of Security on all matters of security significance.

Experience to date has shown manuscripts can arrive via many different routes. Some from the outset have plainly indicated substantive legal ramifications and have been handled by the Office of General Counsel through either coordination with the Directorates or chairing an Agency task force. (The Marchetti [redacted] are examples of this.) Most manuscripts, however, do not present such overriding legal questions and can be adequately processed by the Office of Security acting as the focal point for coordination.

3. Staff Position: Because a security issue is here the primary concern, there appears no need to burden the Office of General Counsel in the absence of a legal issue. Since most employees put the question of public speaking or publication into a "security" context and are amenable to accepting reasonable security strictures without legal contest, it would appear that the clearest, most consistent approach to the question of publication would be to retain the Office of Security as the "focal point" for all manuscripts submitted. The Director of Security would, of course, ensure coordination with the Directorates as well as the Office of General Counsel and Legislative Counsel. Any contact with an author's lawyer would be handled by the Office of General Counsel and the Office of General Counsel would review all correspondence with authors.

4. Recommendation: That the Management Committee designate the Office of Security as the action office for the processing and coordination of all manuscripts submitted by

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former employees for review prior to publication, with the understanding that the Office of Security will ensure coordination of all submissions with the Directorates and, whenever legal or legislative matters indicate, with the Offices of General Counsel and Legislative Counsel. It is further understood that the Office of General Counsel will be the Office of contact for an author's lawyer and will review all correspondence with authors.

/s/ John F. Blake

John F. Blake
Deputy Director
for
Administration

Approved: /s/ Carl E. Duckett

22 NOV 1974

Date

Disapproved: _____

Date

Att

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This Notice is Current Until Rescinded

STATINTL

SECURITY

HN



SECURITY LIMITATION ON OUTSIDE ACTIVITIES

STATINTL

1. Headquarters Regulation [redacted] imposes a responsibility on the employee to obtain approval prior to writing or speaking on such topics as foreign intelligence, national security, Agency activities, or matters of Agency or U. S. Government policy.

2. Compliance with this responsibility is in recognition of the need to support the Director in his statutory duty to protect intelligence sources and methods and the manner of such compliance is spelled out in HR [redacted] STATINTL

3. There is no mention in this Regulation, however, of the responsibility by former employees to protect this same type of information (although it is alluded to in the standard Secrecy Agreement) nor does the Regulation provide guidance on submitting items for review.

4. Pending new regulatory issuance covering former employees, it is requested that all items submitted by former employees to this Agency for review be sent to

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the Office of Security. That Office will serve as a focal point for coordination with the Directorates as well as the Office of General Counsel and the Office of Legislative Counsel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

John F. Blake
Deputy Director
for
Administration

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Oct 30